

PTA Roles & Responsibilities

<u>Executive Board</u>	<u>Role Description:</u>	<u>Items Managed:</u>
<u>President</u>	<ul style="list-style-type: none"> ● Serves on the Executive Board and assumes all responsibilities necessary, including volunteering ● Adheres to Bylaws, as voted by the PTA ● Plans, presides, & executes all meetings of the Executive Board and the General PTA ● Sets a schedule for PTA meetings & events ● Communicates regularly with building principal, assistant principal, & all front office staff ● Leads weekly PTA communications in collaboration with school Admin. ● Responsible for collaborating with the treasurer in all money management & maintenance ● Represents and supports all HH PTA and school events ● Serves as a liaison between administration/staff/BOE and the PTA ● Works closely with other board positions and committee chairs to assist in facilitation of all programs and events provided by the PTA ● Covers any unattended task if not delegated out ● Willing to speak on behalf of PTA membership when kudos or challenges arise ● Serves as a member of the Parent Advisory Board (monthly meetings) 	<ul style="list-style-type: none"> ★ Delegates responsibilities for all positions on the PTA board - and steps in where necessary and possible to fill any holes. ★ Coordinates volunteers
<u>Vice President</u>	<ul style="list-style-type: none"> ● Serves on the Executive Board and assumes all responsibilities including volunteering when needed as well as other duties as called on by the President ● Plans, presides, & executes all meetings as called upon by the President. ● Helps President stick to the agenda and/or be a timekeeper, if needed ● Assists with weekly PTA communications in collaboration with school Admin. ● Acts as stand-in President any time the President is unable ● Assists the President and Board as needed. ● Steps in to volunteer in the event a volunteer cannot be obtained ● Maintains and Updates the PTA Bulletin Board, located in the secure vestibule ● Designs flyers for various PTA and school events as requested (currently, Write-A-Check) ● Gives status updates at Board & PTA meetings ● Serves as a member of the Parent Advisory Board (monthly meetings) 	<ul style="list-style-type: none"> ★ Bulletin Board ★ Coordinates volunteers with President

<p><u>Secretary</u></p>	<ul style="list-style-type: none"> ● Serves on the PTA Executive Board and assumes all responsibilities including volunteering when needed as well as other duties as called on by the President ● Assists with weekly PTA communications in collaboration with school Admin. ● Have a laptop and/or pen, paper, & notebook at all meetings ● Keeps an accurate record of all proceedings (both general and board meetings) <ul style="list-style-type: none"> ○ Templates in Google Drive ○ Use President's agenda for note-taking ○ Prep via agenda before meetings ○ Send to President ASAP (no longer than 10 days) ○ Send to website coordinator to post ● Helps President stick to the agenda and/or be a timekeeper, if needed ● Has previous meeting minutes available for reference at all meetings. ● Files meeting minutes on Google Drive when completed ● Write thank you notes/correspondences as needed ● Gives status updates at Board & PTA meetings ● Serves as a member of the Parent Advisory Board (monthly meetings) 	<ul style="list-style-type: none"> ★ Meeting Minutes ★ Communications support
<p><u>Treasurer</u></p>	<ul style="list-style-type: none"> ● Serves on the PTA Executive Board and assumes all responsibilities including volunteering when needed as well as other duties as called on by the President. This means that beyond the tasks of Financial management, the Treasurer must also be one of the active authorities monitoring all PTA activities and having a voice in any important decisions. You are one of the elected leaders guiding the decisions that our organization makes. ● Read completely and understand our ByLaws. The Treasurer must have an understanding of our PTA rules and know how to reference the ByLaws when unique events come up. ● Canandaigua National Bank: <ul style="list-style-type: none"> ○ Along with our President, become one of the account holders on our CNB account. ○ Become trained by the previous Treasurer on the operation of this online interface. The CNB online interface will be important for sending electronic checks and direct deposit. In order to reconcile each month you'll need data provided by CNB. ● MoneyMinder: <ul style="list-style-type: none"> ○ Along with the CNB interface, our MoneyMinder account is the center of Treasurer activity. ○ Use MM to create and monitor our budget ○ Record all transactions along with receipts and documentation 	<ul style="list-style-type: none"> ★ Bank Statements & Reconciliations ★ Audits ★ Budget ★ Taxes ★ Dues ★ Insurance

	<ul style="list-style-type: none"> ○ Transfer of MoneyMinder duties must be a training session handed down from one Treasurer to another. ● Givebacks: <ul style="list-style-type: none"> ○ Understand the financial management offered through Givebacks (formerly Memberhub). This includes how our customers submit payment for various items (Spiritwear, Raffle, HHA, 5th Grade Bash, etc) as well as how Givebacks transfers the money to us. ● Reimbursements: <ul style="list-style-type: none"> ○ Handle and inspect all reimbursement requests. These will come from PTA members handling events as well as Teachers. Vendors may sometimes be paid by PTA members (who we then reimburse) or in many cases they will send invoices directly to our Treasurer. ● Provide access to data for the yearly PTA audit. (You should be present for the audit but can't actually be one of the members taking part in it.) ● File PTA taxes ● Remit membership dues to NYS PTA ● Monitor budget usage and "keep an eye" on funds available for events on the horizon vs fundraising coming in. 	
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<u>Committee Chairs</u>	<u>Role Description:</u> <i>Executive Board + Committee Chairs = HH PTA Board</i>	<u>Programs Managed:</u>
<u>Membership</u>	<ul style="list-style-type: none"> ● Serves on the PTA Board and assumes all responsibilities including volunteering when needed as well as other duties as called on by the President ● Logs all members into Givebacks system ● Distributes all welcome gifts (notepads & Fab 5 bags) to all members- requires checking Givebacks regularly for new membership & after all events ● Orders Fab 5 bags & notepads ● Orders & distributes Kindergarten WTT shirts (at K screening days) ● Social Media- IG, FB, X, etc. ● Volunteer Coordinator- organizes PTA volunteers ● Manages, updates, & maintains the PTA website ● Gives status updates at Board & PTA meetings 	<ul style="list-style-type: none"> ★ PTA Membership ★ Membership Gifts ★ Website (Mike Sauter) ★ Social Media (Cara Bintz) ★ Walk the Talk Shirts (Meg Ghidiu) ★ Volunteer Coordinator ★ Directory

<p><u>Fundraising & Finances</u></p>	<ul style="list-style-type: none"> ● Serves on the PTA Board and assumes all responsibilities including volunteering when needed as well as other duties as called on by the President ● Responsible for coordinating fundraising efforts across the various PTA fundraisers ● Creates a set of documents to be used to solicit corporate sponsors in a coordinated way ● Solicits Community Sponsors; coordinates and ensures benefits are received ● Helps event chairs secure sponsors for the major fundraising events, if needed ● Gives status updates at Board & PTA meetings 	<ul style="list-style-type: none"> ★ HH Sponsorships ★ Square One Art (Melissa Zeigler) ★ Spiritwear ★ Faculty Teacher Raffle (Melissa Ziegler) ★ Candygrams (Alana Osinski/Alyssa Deckman) ★ Dance-A-Thon (Cara Bintz & Team) ★ Picture Day/Yearbook (Heather Epner) ★ HH Musical/Drama Production Concessions ★ Food Vendors ★ Box Tops
<p><u>Social Committee</u></p>	<ul style="list-style-type: none"> ● Serves on the PTA Board and assumes all responsibilities including volunteering when needed as well as other duties as called on by the President ● Oversees all committees that organize and run each special event activity sponsored by the PTA including but not limited to all activities listed to the right ● Gives status updates at Board & PTA meetings 	<ul style="list-style-type: none"> ★ Back to School Bash ★ Spooktacular ★ 5th Grade Committee ★ Bingo Night (Yolanda Quackenbush) ★ Red Wings Game (Heidi Campoli) ★ Fun Day
<p><u>Community Connections</u></p>	<ul style="list-style-type: none"> ● Serves on the PTA Board and assumes all responsibilities including volunteering when needed as well as other duties as called on by the President ● Responsible for facilitating all appreciation events throughout the year including Teacher Appreciation, Principal's Day, Administrative Assistant Day, Nurse's Day, End of Year Teacher Luncheon, Gifts for Retirements, New hires, etc. ● Veterans Day Celebration ● Community Outreach Coordinator, as needed ● Manages all HH Scholarships offered (currently 3) ● Gives status updates at Board & PTA meetings 	<ul style="list-style-type: none"> ★ Make a Difference Day ★ HH Scholarships ★ Veteran's Day (Heather Munson/Cara Bintz) ★ Appreciation Days

<p><u>Enrichment</u></p>	<ul style="list-style-type: none"> ● Serves on the PTA Board and assumes all responsibilities including volunteering when needed as well as other duties as called on by the President ● Responsible for coordinating and overseeing various enrichment events and activities at Harris Hill, ensuring engaging and educational experiences for students and families. ● Plans, organizes, and collaborates with volunteers and school staff to execute events successfully ● Gives status updates at Board & PTA meetings 	<ul style="list-style-type: none"> ★ Harris Hill Academy ★ Literacy/Reading Night ★ Arts in Education Night ★ Gardens
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Executive Board 2025-26 (two-year terms):

President: Annie Fallon

Vice President: Cara Bintz

Secretary: Erin Wolak (last year of term is 2025-26)

Treasurer: Colin Merna (last year of term is 2025-26)

Committee Chairs (one-year terms):

Fundraising & Finances: Melissa Ziegler (last year of term is 2025-26)

Membership: Megan Ghidiu

Community Connections: Heather Munson (last year of term is 2025-26)

Social: Heather Epner

Enrichment: Andrea Randt (last year of term is 2025-26)